



AATA GRANT DATABASE PROGRAM INSTRUCTIONS FY12 DISCRETIONARY/EMERGENCY GRANT PROGRAM

****All AATA Grant Applications are now submitted using the AATA's Grant Database System. (ATTACH PROGRAM NARRATIVES/ATTACHMENTS TO GRANT APPLICATION IN DATABASE)**

Log-in (Main Portal Page Options)

1. **First Time Users: Under New Users, select sign-up for an account-** All users for the first time will have to set up an account. **Select: I am a New User**, and enter your email address and select agency (from the drop down menu). If your agency is not listed in the drop down menu, select: **Don't see your agency listed link**. Agencies that are not listed will have to be approved prior to setting up an account. Selecting Existing User will allow user to change their password.
2. **Change Password**-once user has set up an account, this will allow them to change their password.
3. **Reset Password** - allows user to reset password. The database will generate a password and send it via email to the user; the user can change this generic password to a more familiar password if they choose.
4. Setting up your account is fully automated, however if the system does not recognize your email domain, you'll be directed to another form-please complete the form and submit it to the AATA. Once the AATA approves, you'll be emailed a password and can then log-in.

Your Grant Applications Page (appears as a Grant Summary Page after log-in verification and allows agency to view current and previous Grant Applications and submit New Grant Applications)

Filtering Options:

1. **Agency Name and Application Year:** should default, if not select your grant agency and application year from the drop down list.
2. **ID Number:** Allows grant search by system generated ID number
3. **Status:** Search by grant status; Examples- new, submitted, approved, under contract, (drop down list)
4. **Program Type:** Search by grant program type (drop down list)

Grant Selection Buttons:

1. **View/Edit**-View or Edit Selected Grant
2. **Copy**-Grant can be copied from one year to the next, used for small changes only.
3. **Delete**-Delete selected Grant (**AATA Only**)

4. **Submit** – Submit Grant to the AATA; once grant is submitted, it is view only and no further changes can be made.
5. **Performance Measures**-takes user to performance measure input form (grant status must be Under Contract).

For New Grant Applications

1. **Select: New Grant Application**
2. **On the Program Summary Page: Select the grant program type and the fiscal year in which the funds will be expended (from drop down list).**
Complete Project Title and provide a brief description of what the grant will be used to fund.
3. **Supporting Documents/Narratives**-can be browsed and uploaded. User can create these documents in word, excel or .pdf (saved on their computer) then uploaded or attached to the grant application document. These documents will not be part of the database for reporting purposes but can be used as narratives or more detailed explanations. A list of typical narrative questions or explanations for Grant Program types can be found on page 3 & 4 of these instructions.

Agency Contact Listing Page

All three (3) agency contacts must be completed prior to submitting the grant. Contacts may either be selected from the drop down list or by adding a new contact.

Budget Item Page

1. Select (+) to expand selected budget category and select Add Expense item for each line item added (only one entry per line), select (-) to collapse budget category. Budget lines are totaled when budget categories are collapsed (-) or when update total button is selected. Update total button does not save budget entries.
2. **Box 1:** Expense Type: Select correct item from drop down list
3. **Box 2:** Text Box for brief descriptions
4. Travel amounts entered (In-State and Out-of State) should be for grant projects only. **Please submit a separate Professional Training Grant for travel expenses related to training and conferences.**
5. **Enter Requested Amount.**
6. All other budget categories are completed the same-select expense item from drop down list and enter requested amount. If no item matches, select other and describe in box 2 or 3.

Questions:

1. Answer questions concerning supplanting of AATA funds and requested demographic information.
2. If a question does not apply please answer NA.

Submission:

1. **Once all sections of the grant application have been completed, users can submit their grant. A certification statement must be checked and an email address of the person submitting the grant must be provided.**
 2. **Grant applications may be reviewed, edited, and saved as often as required. Once submitted the grant agencies will only be able to view the grant, no changes can be made once the grant application has been submitted.**
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Grant Program and Narrative/Attachment Instructions

The Program Narrative should present information by which the eligibility and merit of the project can be assessed. Applications will be evaluated for funding consideration, according to the congruence of the project with the criteria stated above. The sections of the Program Narrative should include but is not limited to the following information:

1. PROBLEM STATEMENT: (Briefly Describe)

- Describe the problem and the need that makes this grant necessary.
- Identify the target population and the geographic target area.
- Describe existing activities that address the problem.
- Describe the extent, to which this project will duplicate or overlap existing activities, and why that is necessary.
- Provide accurate statistics for problem in project area.
- Describe how this project will cooperate/coordinate activities with other agencies/projects
- Describe in what way (if any) this project is innovative.

2. HISTORICAL DATA: (Briefly Describe)

- Cite statistical data that demonstrates the problem.
- Document trends in the problem (e.g., cite 3 years of UCR data).

3. PROPOSED PROJECT ACTIVITIES: (Briefly Describe)

- Describe the specific goals of the project.
- Describe the major functions and proposed activities of this project.
- Describe how the project will impact the stated problem.
- Describe the functions of significant personnel involved.
- Describe proposed plan for auto theft crime prevention, education and training, if applicable.
- Describe the applicant's experience or qualifications, which demonstrate a capability to successfully operate this project.

4. EVALUATION DESIGN: (Briefly Describe)

- Describe the design or plan for agency evaluation of this project.
- Cite relevant data that will be used to measure the effectiveness of this project.

- Describe the mechanism to evaluate the program's progress.
- Include any other quantifiable data by which project activities can be measured.

** For Application or Technical Questions, contact Art Myer 602 364-2893 –
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**For Grant Project or General Questions, contact Ann Armstrong 602 364-2892 –
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